

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DIVISION OF ENGINEERING SERVICES
DUTY STATEMENT**

CLASSIFICATION TITLE Staff Services Analyst	DISTRICT/DIVISION/OFFICE DES/METS GS/Geotechnical Services	
WORKING TITLE Staff Services Analyst	POSITION NUMBER 559-316-5157-xxx	EFFECTIVE DATE 8/1/2014

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT:

Under the direction of the Office Chief the incumbent performs varied analytical duties for the Division of Engineering Services (DES), Materials Engineering & Testing Services (METS) & Geotechnical Services (GS), including the following:

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)	Marginal (M)

- 50% (E) Incumbent provides analytical support to the Office of Geotechnical Support (OGS) in the development and coordination of operational system planning and analysis relating to internal controls. These internal controls include, but are not limited to, Master Resolution List (MRL) processes, quality control/quality assurance (QC/QA), MRL performance measurement compliance, failure trends, development of corrective action plans, etc. The analyst will assist in the development of OGS Office Chief (OC) and Branch Chief (BC) compliance systems, review compliance submittals, verify checklists for compliance, analyze data, perform failure trends analysis, provide feedback to the BCs, assist in the development of corrective action plans, and provide summary reports to the OGS Office Chief. The analyst will perform reviews and analysis of documents and reports MRL task assignments to identify possible compliance issues, as required, and provide suggestions for continuous improvement to the process. The analyst will maintain and coordinate the OGS document control systems (written policy and procedures, tracking methods, maintaining information, records management, etc.). The analyst will prepare complex and highly detailed spreadsheets and tracking databases relating to OGS operations and regulatory compliance mandates. Work duties may evolve as new compliance system work plans are created.

- 30% (E) Incumbent will provide assistance for the Geotechnical Manual, Drilling Services Manual and Geotechnical Academy Development, and also assist in developing guidance material for Geotechnical Services' Geotechnical Academy. The analyst will help develop, review for compliance, and track the Manual MRL documents/updates and provide feedback and suggestions for continuous improvement efforts. The analyst will create Manual training guidance materials and schedules (using Microsoft Project, etc.) for Manual compliance tasks and milestones. The analyst will help develop the Manual Academy training schedules, assist with training activities, and track employee participation.

- 5% (E) The incumbent coordinates OGS team meetings and evaluates quality of MRL products and prepares analytical reports to the OGS Office Chief. Coordinate subdivision's records retention activities. Update, monitor and ensure accuracy of the subdivision's record retention schedule and prepare the annual records management inventory for submittal to the Division's Records Management Coordinator.
- 5% (E) Using the AMS Advantage EFIS system, prepare purchase and contract requests, ensuring the use of correct coding. Review and verify invoices for accuracy. Prepare appropriate documentation to request payment. Reconcile charging discrepancies, as needed; work with Program/Project and Resource Management (PPRM), DES Administration and Accounting as appropriate. This activity includes the understanding and knowledge of proper charging practices, such as the use of reporting codes and working with appropriate managers to correct any charging discrepancies. Using Microsoft Excel, develop and maintain spreadsheets of recording the purchase expenditures, and, exercising discretion, identify any potential areas of concern and recommend corrective action if necessary. Develop and submit a monthly report to subdivision management. Perform purchasing and associated paper and electronic filings for CalCard and RQS processes. Hold a CalCard. Utilize EFIS, AMS and PCARSs systems for making purchases. Completes timely filings and follows Departmental policies for CalCard holders.
- 5% (E) Provide OGS managers with administrative support. Coordinate, maintain and update OGS performance measures related to the OC's contract for performance and GS Manual admin assistance. Support OGS in the development, cursory review and periodic update of manuals. Coordinates revisions to applicable policies, procedures, testing standards and specifications to ensure manuals are compliant with all regulatory mandates and policies.
- Compose correspondence, including memos, on routine subjects regarding office policy and procedure; meeting announcements and agendas; and information and instructions regarding special projects. Serve as the subdivision's representative on various DES and department-wide activities.
- 5% (M) **Acts as a timekeeper:** maintains employee records; coordinates probation/annual appraisal and mandated training and IDP reports, etc. Maintains and monitor Office expenditures using mathematical computations and spreadsheets. Work on special projects as designated by the Office Chief.

SUPERVISION EXERCISED OVER OTHERS:

This position does not supervise, but may provide some direction and guidance to clerical and student assistant staff.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:

- Knowledge of current business administration practices including personnel and fiscal management, purchasing, safety, organization, training, modern office methods, forms and equipment. He/she must demonstrate the ability to accurately analyze situations, research and utilize problem-solving

techniques to prepare concise written and/or verbal responses to complex human resource related issues.

- The ability to analyze administrative problems and adopt an effective course of action, reason logically and creatively, consult with and advise administrators and other interested parties on subject matter within the area of assignment.
- The ability to effectively work in a team environment and coordinate with various levels of management and staff, both in person and through telephone communication. Must be able to communicate effectively orally and in writing.
- The ability to collect, develop, categorize, maintain, and summarize information, and to write clear concise correspondence, reports, and technical analysis. The incumbent must be open to new or different ideas or opinions and have the capacity for creative thinking and problem solving.
- Knowledge of and ability to use personal computer equipped with e-mail (MS Outlook), word processing and spreadsheet software including Microsoft Office Products: Word, Excel, Access and PowerPoint is required. Experience using EFIS, Filemaker Pro, Adobe and Internet applications is highly desirable.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

The incumbent is responsible for providing effective, pertinent, and responsive administrative support and various reports to Division management. Decisions based on the information provided by the incumbent, directly impacts the effectiveness of the division in meeting its goals, objectives and fiscal constraints. If the information is not correct and timely it can have a major impact on management decisions and could adversely affect the Division's mission in meeting its goals, objectives and fiscal responsibilities.

PUBLIC AND INTERNAL CONTACTS

The incumbent has daily contact with all levels of Engineering Services staff and frequent contact with personnel throughout the Department and the public. He or she must be able to address division-related issues and questions from all requestors, both within and outside Caltrans.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard or mouse and video display monitor, or while attending meetings. The incumbent must be able to use fine manipulation and or simple grasping during the course of their workday. Some walking may be required.

Must be able to effectively communicate in English and may be required to make presentations, lead workshops, and serve on quality teams. The incumbent must be able to sustain the mental activity needed to conduct necessary research, analysis, and synthesis of issues and make well-reasoned recommendations to management.

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Must be able to organize and prioritize large volumes of varied documents. The workload is subject to frequent, substantial and unexpected changes that could affect the scheduling or completion of assignments. The incumbent have the ability and aptitude to utilize a personal computer to update, retrieve, and analyze information.

Must be able to multi-task; In addition, must regularly respond to e-mails and phone calls. This position requires the incumbent to be flexible and adaptable to changing policies, rules and regulations as it relates to personnel administration. Must be able to adapt to changes in priorities, and complete tasks or projects with short notice and work with others in a cooperative manner. The incumbent must have the ability to develop and maintain cooperative, collaborative working relationships and recognize difficult, emotionally charged and/or sensitive situations and handle them effectively and appropriately. Must deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity.

The incumbent behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service. The incumbent values cultural diversity and other individual differences in the workforce.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. **Employee may be required to travel to other satellite offices for and to facilitate/coordinate and provide logistical support for conferences, seminars, training and/or meetings.**

I have read, understand and can perform the duties listed above. If you believe you may require accommodation, please discuss this with the hiring supervisor.

Employee Name (please print)

Employee's Signature

Date

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Supervisor Name (please print)

Supervisor's Signature

Date